

Those who have served are about to relinquish their present duties to others. To you, they give the charge to carry forth the work of The Kappa Phi Club to the highest fulfillment of its ideals.

Kappa Phi Ritual, p. 36

The 1998 edition of the Active Chapter Handbook is designed to assist members as they assume the responsibility of chapter officers. Each officer brings her own style of leadership based on her faith, talents and personality. No handbook can interpret the leadership style you bring to your office or responsibility, but this handbook may be used as a guide.

The Handbook strives to provide answers to specific questions concerning the day to day operation of the active chapter. Information may be found on all facets of the chapter and chapter relations. If you need further information, please contact the appropriate National Officer. Each is always glad to help. For problems or concerns not addressed, contact the National Sponsor or your local Kora Coordinator.

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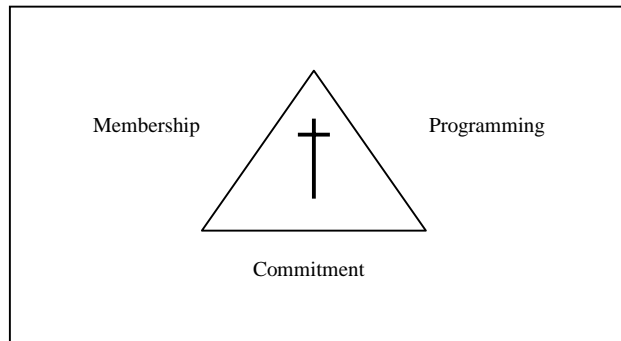
INTRODUCTION

This handbook is designed to acquaint you with the responsibilities of all the elected officers of the chapter as well as the basics of Kappa Phi. Its format is designed to involve you in the planning, implementing and evaluating processes of the chapter.

The cabinet should function as a team, with each member having some specific designated responsibilities, but with every member assuming responsibility for the entire program of the chapter.

Each member brings to the cabinet a variety of skills, concerns, and interests; first as a cabinet member, and second as a specific officer. When the cabinet functions as a team, with everyone taking responsibility for the whole, it can take further advantage of the talents of each member, thereby making the cabinet a more effective working unit in leading the chapter.

A beginning step for a new responsibility is the selection of goals and priorities for you as an individual, a cabinet member, and the chapter as a whole. Goal setting is an essential part of planning and working together. To have a goal gives us a sense of direction, meaning, and purpose in what we do. Goals should be specific, attainable, and measurable.



The cross represents our Christ-centered organization. The triangle shows the ingredients necessary for a successful Kappa Phi chapter. At the foundation is commitment, but equally important are membership and programming. At the center is Christ, the source and inspiration for our organization. Without Him as the focus, the triangle collapses and the group falls apart. Strong commitment, membership, and programming are essential to the health of your group. It is part of your job to see that each area remains centered in Christ.

In accepting your office in Kappa Phi, you have accepted responsibility for these fundamentals. You are not alone. You are part of a team, working together, toward the Kappa Phi purposes.